



HRO-11-07
15 July 2011

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Services/ Benefits	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Federal Length of Service Awards (JUL):

10 Years: Vally J. Robinson-McDonald
15 Years: Jeffrey P. Mathemeier

Federal Employee Retirements: None

TSP Civilian and Military:

For those who contribute to both civilian and military TSP accounts, the elective deferral and catch-up contribution limits apply to the combined amounts of tax-deferred in both accounts. For 2011 it is \$16,500 and catch-up of \$5,500. A FERS employee who reaches the elective deferral limit prior to the final pay date of the year will lose the matching contributions attributable to the remaining pay dates.

During the year TSP will apply the limits separately, then in January TSP will determine whether either limit was exceeded in the combination of the two accounts. If exceeded, TSP will deduct the excess amount and attributable earnings from the military account and send the participant a check for this amount.

When an employee contributes to his or her military account while deployed in a designated combat zone the contributions are tax-exempt. The tax-exempt contributions are not included in the elective deferral limit but, become part of the annual addition limit of \$49,000 in 2011. Agency Automatic 1% and matching contributions also count toward the annual addition limit. However, catch-up contributions are not included.

Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – Personnel Systems Manager (PSM) - x7122

Current Self Service log in statistics:

As of 15 Jul 11 – a total of 76% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly. If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

My Biz

The Self Service application in My Biz/My Workplace has added new functionality for employees to Add/Delete non-monetary awards thru Self Service. Added new data field "Award Update Source" to the Federal Awards element in HR. This field identifies whether the award has been "Self Certified" or "Verified" by HR. Supervisors now have the ability to view all awards through My Workplace.

You can access My Biz Login at <https://compo.dcpds.cpms.osd.mil/>

You can access more information about My Biz at this web site:
<http://www.cpms.osd.mil/hrbits/selfservice.aspx>

My Workplace

If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

Please visit the Nebraska Military Department Portal/Joint Forces Headquarters/J1 Personnel/NSPS Training and Information site or the Air Force Portal/ My Base/155 ARW/Human Resources/My Workplace to see different training documents on My Workplace. You can also find more information on My Workplace on the CPMS website: <http://www.cpms.osd.mil/forms/cpms/search.aspx>. Your My Workplace POC is, SMSgt Mike Courtney at 7122 or email: Michael.courtney1@us.army.mil

Performance Appraisal Application (PAA)

Information regarding the PAA in DCPDS along with instructions on how to navigate this new Appraisal application is located at this URL under the Performance Management Section.

<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

CAC Expiring for State Employees

If State employees have a CAC that is nearing its expiration date they should contact Tim Diedrichsen or one of the other HR staff to let them know the date the CAC will expire. HR will need a lead time of at least two (2) weeks before the expiration date in order to update a database (which flows through to DEERS) so the employee can get their new CAC before the old one expires and have a card that will be good for three (3) years.

Review Insurance Elections

The new plan year for insurance coverages began July 1, 2011. The check stub for July 13, 2011 will show the first deduction for all plans for the new plan year. By going to edge.ne.gov, you should be able to review your check stub and look at your deductions (look for the View & Print My Paystub icon on the screen). You can also review your elections by clicking on the Review My Current Benefit Elections icon. Remember that insurance elections will come out of employee's checks 24 times a year. There are usually 26 pay periods (pay dates) during the year (once approximately every 12 years or so there are 27 pay periods). Insurance deductions only come out on the first two (2) pay dates. June was a month that had three pay dates. December will be the other month this year that there are three (3) pay dates in a month. Employees should look over their check stubs to make sure all elections made in Open Enrollment are starting or continuing as expected. All employee elections completed electronically and

those made by paper (life insurance and long-term disability change elections) will begin with the July 13, 2011 check.

Bank Account Changes

Be sure to **give the HR office enough advance notice** of when you are going to change or close a bank account. Please contact the HR office at least two (2) weeks in advance of any changes if possible.

Premium Changes on Supplemental Life and Long-Term Disability

The premiums for elected Supplemental Life and Long-Term Disability plans will change as an employee enters new age groups. When you reach age 55 or 60 the rates for the plans can increase significantly. This is something to be aware of and plan for in the future. In addition, this year many plans (options) saw some significant premium increases that are separate of the age group changes. So if you entered a new age group there could have been a very large percentage increase in your premium.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- ADOS Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals

SFC Christine Gonzales, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing

SSG Gregory Brown, Human Resources Assistant, (402)309-7123

- Air Staffing and AROWS Orders
- Air Vacancy Announcements, SF 52
- AGR Appointments and Reassignments
- MOB Aug/FTE Orders and Tracking

Army:

TRICARE Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

AGR Travel – Funds are limited until the 4th Quarter FAD is received. AGR travel should be limited to mission essential. GSA must be utilized if available.

DTS – Please input LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization. Travel description is required when completing DTS authorizations.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Gonzales.

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon
3500 Fetchet Ave Andrews AFB, MD. 20762

DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

Hispanic Heritage Event

The Special Emphasis Program (SEP) Group will be hosting a Hispanic Heritage luncheon on Tuesday, 20 September, at the Spirit of 76 Armory. More information will be available closer to the date.

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